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Personnel

SEVERE WEATHER (SNOW CALL)

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction provides guidance and procedures for delayed reporting, early release, base closure, and mission essential personnel reporting during inclement weather. It applies to all military and civilian personnel assigned to, or performing duty at Schriever Air Force Base (SAFB). This also includes tenant organizations located at SAFB.

SUMMARY OF REVISIONS

Revises responsibilities for 50 SW/CC, 50 MSG/CC, 50 SFS/CC, 50 SW/WOC, 50 SW/PA, and adds responsibilities for 25 OWS. Revises **Attachment 3**--Phased Early Release Notification by adjusting zip code release areas taking into account the new Irwin Road (Defense Access Road/DAR).

1. General. The intent of this instruction is to get people safely to and from their home and duty location during inclement weather conditions. When road conditions are hazardous or impassable, delayed reporting, base closure, or early release of personnel may be necessary. **Attachment 2** is a decision logic table for civilian leave policy during early release, delayed reporting, or base closure.

2. Responsibilities:

2.1. 50th Space Wing Commander (50 SW/CC):

- 2.1.1. Approves delayed reporting, base closure, or early release during inclement weather.
- 2.1.2. Approves road condition Red or Black status based on recommendation received from 50 MSG/CC and/or 50 SFS/CC.

2.2. 50th Mission Support Group Commander (50 MSG/CC):

- 2.2.1. Recommends delayed reporting, base closure, or early release to the 50 SW/CC based on information received from 50 SFS and/or 25 OWS.

2.2.2. Recommends road condition Red or Black status to the 50 SW/CC based on information received from 50 SFS and/or 25 OWS.

2.3. 50th Space Wing Operations Center (50 SW/WOC):

2.3.1. Upon notification of deteriorating road conditions, conferences 50 SFS/CC, 50 SFS/CSC, 25 OWS, and 50 MSG/CC for determination or recommendation of road condition and reporting instructions. Once consensus is reached which requires 50 SW/CC decision/direction, conference 50 MSG/CC, 50 OG/CC, 50 CG/CC, 50 SW/DS, 50 SW/CV, and 50 SW/CC.

2.3.2. Upon receiving 50 SW/CC direction (early release, base closure, delayed reporting and road conditions Red or Black) or 50 MSG/CC direction (road conditions Green or Yellow), the WOC:

2.3.2.1. Announces phased early release, base closure, delayed reporting, and road condition changes over the Dialogic Communications Console (DCC) and base public address system.

2.3.2.2. Records base closure, delayed reporting, and road condition changes message on Schriever Snow Line--567-SNOW (7669).

2.3.2.3. Updates SAFB Intranet and Internet web pages with base closure, delayed reporting, and road condition information.

2.3.2.4. Initiates unit recall notification as required.

2.3.2.5. Notifies 50 SW/PA of base closure and delayed reporting.

2.4. 50th Security Forces Squadron (50 SFS):

2.4.1. Monitors on-base and local off-base road conditions. Checks conditions of base roads and parking lots and then calls state, county, and city to discuss road conditions off base.

2.4.2. Notifies 50 MSG/CC through 50 SW/WOC when hazardous road conditions develop and continually advises of any changes.

2.4.3. Recommends road condition status to the 50 MSG/CC based on information received from 50 SFS patrols, local law enforcement agencies, and Colorado Dept of Transportation.

2.4.4. Will conduct visual assessments of the roads as conditions warrant. As a minimum, when conditions dictate, make recommendations to 50 MSG/CC NLT 0330L, 1130L, and 1930L through the 50 SW/WOC.

2.5. 50th Civil Engineer Squadron (50 CES):

2.5.1. Provides 24-hour on-duty or on-call snow removal teams and notifies the grounds contractor of the need for snow removal.

2.5.2. Notifies 50 SFS Central Security Control (50 SFS/CSC) of the need to close the parking lots, one at a time, for snow removal as required.

2.6. 50th Space Wing Public Affairs (50 SW/PA): Upon notification from 50 SW/WOC, notifies local media outlets of the base conditions and reporting procedures.

2.7. 25th Operational Weather Squadron (25 OWS):

2.7.1. Increase meteorological weather watch (METWATCH) of Schriever AFB and prepare briefing for potential "Snow Call" discussion with wing leadership.

2.7.2. Provides current and forecast weather information to 50 MSG/CC, which will be considered when making late reporting/early release decisions.

2.7.3. Notifies 50 MSG/CC through the WOC when forecast conditions significantly change from what was previously briefed to 50 MSG/CC.

SUZANNE M. VAUTRINOT, Colonel, USAF
Commander, 50th Space Wing

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

CPF Fact Sheet (no. E07), *Severe Weather (Snow Call) - Civilian Employees*

Peterson Air Force Base (PAFB) O-Plan 15-125, *Weather Support*

AFI 36-815, *Absence and Leave*

Terms

Road Condition Green—Roads are clear. No unusual conditions to vehicle operations exist.

Road Condition Yellow—Indicates conditions of limited visibility (LESS THAN 300') or slick/snow-covered roads. Conditions require increased awareness by vehicle operators. Vehicle headlights will be turned on and all patrols must take necessary driving precautions.

Road Condition Red—Indicates conditions of extremely limited visibility or icy roads with deep snow. Vehicle movement will be limited to mission-essential only. Vehicle operators will determine their status; SF is *not* to stop vehicles. Vehicle speeds will be no faster than absolutely necessary. All vehicle operators must use headlights and extreme caution.

Road Condition Black—Indicates condition of extreme hazard on roadways. Only emergency vehicles will operate on base roads, and only in an emergency. If vehicle movement is necessary, requirements of condition RED will be met.

Closed —Schriever Air Force Base is **CLOSED**. Military and DoD civilians are not permitted to come or go. Anyone coming on base while closed will not be permitted to leave. Mission essential personnel will remain in place until their replacements arrive.

Delayed Reporting —Non-mission essential and/or non-emergency essential personnel have an additional amount of time to report for duty. Plan to arrive no earlier than 30 minutes prior to the specified delayed reporting time to minimize interference with snow removal operations.

Early Release—Non-mission essential and non-emergency personnel may depart their work location at a specified time before the end of the normal duty day. Phased early release of personnel normally takes place at 30-minute intervals to reduce the congestion of traffic departing SAFB. See [Attachment 3](#) for order of release.

Mission Essential Only—Only mission essential and/or emergency personnel must report for duty. Also, mission essential and/or emergency personnel on SAFB at the time of the base closure must remain until the situation is rectified or their replacement arrives. Supervisors designate mission essential and/or emergency personnel.

Attachment 2

DECISION TABLE FOR CHARGING CIVILIAN LEAVE

December 2002

Rule	If	Then
1	the base is closed for your duty day and you are mission essential,	you must report for work or be charged leave. (AFI 36-815, P.7.6, 7.6.3)
2	the base is closed for your duty day and you are non-essential,	you will be granted administrative leave. (AFI 36-815, P.7.6.3)
3	you schedule the day off as leave and the base is closed before the beginning of the regular duty day,	you will be granted administrative leave. (AFI 36-815, P.7.6.3)
4	the base is closed , but you are on your alternate work schedule (AWS) day off,	you are not entitled to another AWS day off “in lieu of”. There is no provision in AFI 36-815 to grant an excused absence to an employee on the AWS day off.
5	the base is on delayed reporting and you arrive by the designated arrival time,	you will be granted administrative leave to cover the period from the beginning of the regular work day until the time you arrive for work. (AFI 36-815, P.7.6.2)
6	the base is on delayed reporting and you make every attempt to report for work on time, but due to extreme weather conditions you arrive after the designated arrival time,	you will be granted administrative leave through the late opening time. You may be granted a reasonable amount of excused absence or charged leave from the designated arrival time to your actual arrival time. (AFI 36-815, P.7.6.2, P 8.3)
7	you are on duty and depart (with supervisory approval) after receipt of official word of phased early release but before the base implements phased early release or before the time authorized for your release,	you may be granted a reasonable amount of excused absence or charged leave from the time you depart until the time authorized for your release. (AFI 36-815, P.7.6.1, P.8.3)
8	you are on approved leave for the remainder of the duty day or depart prior to the phased early release announcement,	you will continue to be charged leave for the remainder of the duty day. (AFI 36-815, P.7.6.1)
9	you are on approved leave the first part of the day and are scheduled to report later in the day, but the base implements phased early release before you can report for duty,	you will be charged leave from the beginning of the duty day until the time authorized for your release. Administrative leave will be granted as of the time authorized for your release. (AFI 36-815, P.7.6.1)
10	the base is on delayed reporting and also implements phased early release , but you are unable to report for work,	you may be charged leave for the entire day. (See Note 1) (AFI 36-815, P.7.6.1, 7.6.2)

11	the base is open, but you are unable to report for work due to weather conditions,	you may be charged leave for the entire day. (See Note 1)
12	the base is open as usual and then implements phased early release and you are unable to report for work,	you may be charged leave for the entire day. (See Note 1) (AFI 36-815, P.7.6.1, 7.6.2)
13	the base is open, but due to the varying impact of the situation, a liberal leave policy applies,	contact your supervisor for leave approval. (See Note 2) (AFI 36-815, P.7.4.2)

Note 1: Annual leave or leave without pay (earned compensatory time off or credit hours may be used as appropriate, in lieu of leave) should be charged for absences in excess of the authorized absence/tardiness, unless management determines, after review of the facts in each case, that the employee was unavoidably delayed and made every reasonable effort to get to work but was unable to do so.

If you make every reasonable attempt to report to work but are unable to do so, you may submit a written report to your supervisor for an excused absence. Your request must be endorsed by your supervisor and elevated to the second level supervisor for approval. The request must explain the attempts made and the circumstances, which prevented you from reporting for work.

If such request for excused absence is approved, all pertinent documents must be retained in official files by the supervisor for three years. Management's decision is based on conditions developing during non-working hours which make it difficult for employees to arrive at work on time. In such a situation, the appropriate management official or supervisor may excuse short periods of tardiness (usually up to two hours) without charging leave. Determining factors in this decision include: Distance between the employee's residence and place of work; mode of transportation normally used; efforts by the employee to get to work; and success of other similarly situated employees being able to report to work.

Note 2: This is a situation in which conditions are not uniform in their effect on the area but there are areas so seriously affected that employees are prevented from getting to work. Because of the scattered effect of the situation, a liberal annual leave or leave without pay policy is in effect.

Note 3: If you are scheduled to be on duty in a telework capacity when the installation is closed, you are excused from duty (AFI 36-815, IC 2002-01, Paragraph 7.6.3). AFI 36-815 has no provisions to excuse you from duty when the installation is under delayed reporting or phased early release due to inclement weather. However, supervisors should consider individual circumstances and determine if the teleworking employee was prevented from working due to inclement weather and should be excused from duty.

Attachment 3**PHASED EARLY RELEASE NOTIFICATION**

Phased Early Release Area 1 (Personnel residing in the ZIP codes listed below may be released):						
80012	80013	80015	80033	80106	80132	80133
80223	80231	80808	80814	80815	80816	80819
80829	80835	80840	80863	80904	80905	80906
80908	80919	80920	80921	80926	80962	80970
81006	81212	81631	81920			

Phased Early Release Area 2 (Personnel residing in the ZIP codes listed below may be released):						
80913	80907	80909	80918			

Phased Early Release Area 3 (Personnel residing in the ZIP codes listed below may be released):			
80817	80910	80911	80913
80915	80917	80922	

Phased Early Release Area 4 (Personnel residing in the ZIP codes listed below may be released):						
80831	80864	80912	80914	80916	80925	80928
80929	80930	80932	80935	80936	80940	

NOTE: Personnel residing in ZIP codes not listed above should be released based on the nearest ZIP code to the area they reside.